



DEFENSE LOGISTICS AGENCY
DEFENSE REUTILIZATION AND MARKETING SERVICE
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MI 49017-3092

IN REPLY
REFER DRMS-PH

March 7, 2003

Dear Disposal Partners:

It's hard to believe that the "new" Phase 1 and 2 tracking procedures have been in place for 15-months. We have all gone through a period of adjustment during this timeframe but your overall feedback indicates that the results have been positive.

Allowing payment documentation to be submitted when the waste is accepted at the initial disposal facility has been a plus for industry and it has enabled us to focus our tracking efforts. However, a down side has come to light as we're seeing an increasing delinquency in post-payment tracking submittals. As a general rule, we are not receiving timely Phase 2 tracking packages in accordance with the timeframes mandated by contract clause G.11, DOCUMENTATION REQUIREMENTS, ACCEPTANCE, INVOICING AND TRACKING and F.3, PERIOD OF PERFORMANCE, INCLUDING DISPOSAL AND REMOVAL.

Phase 2 tracking data must be submitted to the Government within 20 calendar days after final disposal of the waste. Efforts are underway that will enhance our ability to track the timeliness of this data. This greater visibility will enable us to take appropriate contractual actions in a more consistent manner against contractors that fail to meet Phase 2 submittal timeframes. Many of your firms probably already have some type of automated system in place that helps you track the timeliness of your Phase 1 and 2 tracking packages. Whatever system you use, we encourage you to escalate your efforts to submit Phase 2 packages timely because we don't want to be forced to take the negative remedies available to us for non-compliance in this area.

One potential way we can both track Phase 2 data without duplicating automation efforts is through our Base Operations Support System (BOSS). Some of you are already successfully inputting disposal (DMF) information into BOSS. We applaud your initiative in testing that streamlining process and encourage others to follow suit as our goal is for all contractors to gain BOSS access so they can input both their DMF information and ultimately, pick-up data. The point is that once you have BOSS clearance, you can also access Discoverer and pull the same Overage Report we currently use to track Phase 2 delinquencies (Discoverer is an application that extracts data from the Oracle database that stores BOSS transactions).

As a reminder and as outlined in clause G.11, paragraph "d," we will, among other alternatives, step-up our documentation efforts of Phase 2 non-compliance actions in past performance evaluations. This type of negative information will be used in determining whether to exercise options and in making future award decisions. In some circumstances, failure to submit timely Phase 2 data may result in the Government taking some form of consideration. As partners, we are counting on your proactive efforts to address this matter of concern. If you have any questions or suggestions that would be mutually beneficial, please contact your respective Contracting Officer. Thank you in advance for your cooperation in this matter.

Sincerely,

A handwritten signature in black ink, reading "Steven A. Sprague".

STEVEN A. SPRAGUE
Chief, Hazardous Waste Contracting Division
Directorate of Contracting